

# Participant Login Instructions



In order to **view your account, file a claim, check status, submit documentation on or view recent transactions**, you'll need to log into the system. To get started, go to **www.hrpro.com** and follow the instructions below:

(248) 543-2644 [GET A PROPOSAL](#)



Employees Employers Brokers Contact **Account Login**

1. Click the **Account Login** tab in the main menu (far right) [www.hrpro.com](http://www.hrpro.com).
2. Select "Employee Log-In": FSA, HSA, HRA, LSA And Commuter Accounts
3. Logging in for the first time, select **NEW USER**. You will be prompted to enter your name, zip code and social security number, once recognized, you will be able to set your own user name and password.
4. Existing users (those who have logged in before) please sign in under **EXISTING USER** with the user name and password you have previously established.

FSA, HSA, HRA, LSA  
And Commuter Accounts

**EMPLOYEE LOG-IN**

Login

**Existing User?**  
Login to your account

Username  [Forgot Username?](#)

Password  [Forgot Password?](#)

[Login](#)

**Setting up a New Account?**  
It's easy to apply for a new account. Click "Get Started" below to begin.

Code

[Get Started](#)

**New User?**  
Create your new username and password

## Your Home Page

Home Accounts Tools & Support Message Center

**MESSAGE CENTER FOR NOTIFICATIONS**

**FSA Store**  
Looking for ways to get the most out of your FSA? Visit [FSA Store](#)!

**Visit FSA Store**

**SMS text alerts now available!**  
Did you know we now offer mobile text alerts? Go to Message Center and update your notification preferences today!

**Mobile App**  
Download our Mobile App today!  
The HRPRO Mobile App lets you securely access your benefits accounts with a touch of a finger. It is real-time and can access your current balance. More capabilities included are claim filing, upload receipts or EOBs by snapping a picture, or use the eligible expense scanner to see if expense are eligible. Download the App today to find more great features!

**IMPORTANT UPDATES/ARTICLES**

HealthcareBank, a division of Bell Bank has announced that Vanguard is broadening access to the lower-cost Admiral™ share of its Vanguard Total Stock Index Fund and eliminating the investor share class. May Investment Return Notifications will include the new share class. **SHARE CLASS CONVERSION** HealthcareBank will immediately transfer the Vanguard Total Stock Index Investor share class to the less expensive Admiral share class. Effective by end of day Monday, April 29th, 2019, the mutual fund share class listed under "New Investment Option" will be added to the HSA investment options and the share class listed under "Current Investment Option" will no longer be available. All balances and investment elections will automatically be transferred to the new share class. To accommodate this share class conversion, a short fund level blackout period will be required from 4 p.m. ET on Monday, April 29th, until after the transfer is settled on Wednesday, May 1st.

**I Want To:**

[Make HSA Transaction](#) [Manage Investments](#) [Change HSA Election](#)

**QUICK ACTION BUTTONS FOR EASY ACCESS**

Accounts

**Accounts**

Account Type	Balance
2019 HSA	AVAILABLE
Cash Account	\$2,000.00
Investment Account	\$2,066.78

**ACCOUNT BALANCES AT A GLANCE**

**Tasks**

No current Tasks.

**Recent Transactions**

DATE	EXPENSE	RECIPIENT/PATIENT	MERCHANT/PROVIDER	SUBMITTED AMOUNT	STATUS
4/9/2019	Medical	Jennifer Wajeeh	PHRMCHIGANINSTI...	\$74.52	\$
1/9/2019	Medical	Jennifer Wajeeh	MIU TROY	\$50.00	\$
11/10/2018	Medical	Jennifer Wajeeh	MY BEAUMONT CHA...	\$437.52	\$

**VIEW RECENT TRANSACTIONS**

**Quick View**

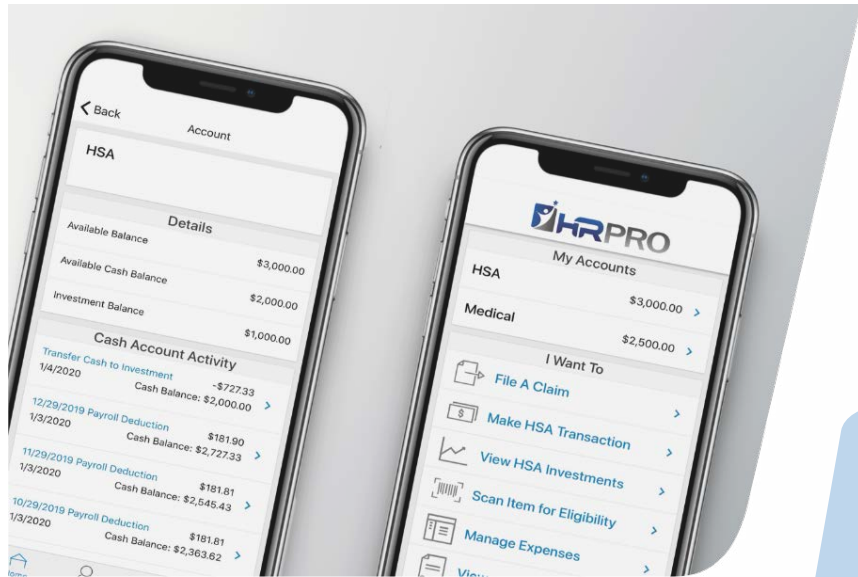
**HSA Contributions & Distributions**

**HSA Contributions by Tax Year**

**EASY TO READ GRAPHS AND COMPARISONS**



Customer Service: 800-989-8776 Option 4 | [accounts@hrpro.com](mailto:accounts@hrpro.com)



# Manage Your Health Benefits On-The-Go with the HRPro Mobile App

Want a simple, easy way to check your healthcare account balances and submit receipts from anywhere? The HRPro Mobile App lets you securely **access your health benefit accounts** with a touch of a finger.

With the HRPro Mobile App, you can **get to the healthcare account information you need**—fast. Wondering whether you have enough money to pay a bill or make a purchase? The HRPro Mobile App puts the answers at your fingertips.

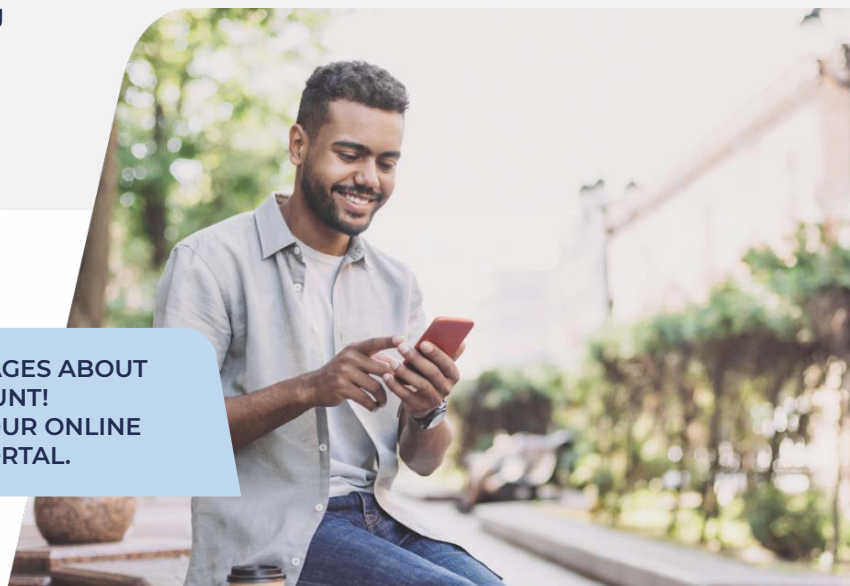
## App Features



- Real-time access
- Fingerprint quick login
- Check available balances and account
- Summarizes of account information
- Messages and text alerts
- Link to an external web pages
- Retrieve lost usernames or passwords
- Use your device of choice – including Apple® and Android™- powered smartphones
- Submit claims

- Upload receipts by snapping a photo
- Make distributions
- Us the eligible expense scanner to scan items to see if they are qualified
- Add and store payees
- Report debit cards lost or stolen and much more!

RECEIVE TEXT MESSAGES ABOUT YOUR ACCOUNT!  
SIMPLY SET UP IN YOUR ONLINE CONSUMER PORTAL.



Customer Service: 800-989-8776 Option 4 | [accounts@hrpro.com](mailto:accounts@hrpro.com)